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**MEMORANDUM**

To: River Park Utility Management Association Membership

From: Patrick Kennedy 

Date: January 12, 2024

Cc: River Park Utility Management Association Board of Directors

RE: River Park Utility Management Association Annual Meeting and Election of the Board

Please be advised that I have been asked by the River Park Utilities Management Association (RPUMA) Board to assist with the 2024 annual meeting and election of your board of directors for the coming year. As you may or may not know, the general manager recently resigned his position to take a position with another utility operation. While he continues to assist with oversight of the plant operations, he is no longer overseeing the administrative functions. For this reason, I was asked by the board to perform a quick assessment of the administrative function, and I am pleased to state that, in my opinion, the day-to-day operations are in very capable hands during this transitional period.

As many of you know, the annual meeting of the RPUMA members and the board election normally takes place in January – specifically, the third Monday in January. This would have required the planning, preparation and notice for the meeting be completed in time for a January 15, 2024, meeting date. Unfortunately, in large part due to this transition period, this did not occur, and the meeting will not take place this month.

Under the circumstances, your board determined that it was more appropriate to use a 3<sup>rd</sup> party to assist with the meeting planning, preparation, and notice, as well as oversight of the election. Because I am already serving as legal counsel to the board of directors, the board asked if I would assist with effort. The board also made the decision to hold the annual meeting and election for March 2024 to allow adequate time to prepare and give proper advance notice to the membership. THEREFORE, NOTICE IS HEREBY GIVEN THAT:

THE ANNUAL MEETING OF THE RPUMA MEMBERSHIP AND ELECTION OF THE BOARD MEMBERS SHALL TAKE PLACE ON MARCH 18, 2024, AT 7:00PM IN THE RIVER PARK CIVIC CENTER. The preliminary meeting agenda includes the election to fill seats on the board that are either vacant or up for election, a discussion of the financial condition of the utility, and a discussion about the physical condition of the utility system. If you cannot attend in person, you should appoint a proxy to attend and vote on your behalf. A copy of the proxy form will be sent out 30 days prior to the annual meeting. If you would like a proxy form sooner, or if you have any questions or concerns, please contact me directly using the contact information above.

I look forward to working with all of you.